



COUNTY OF LOS ANGELES

Public Health

JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



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March 18, 2011

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO
EXECUTE A SOLE SOURCE AGREEMENT WITH CONSTANT AND
ASSOCIATES, INC. FOR EMERGENCY PREPAREDNESS AND
RESPONSE**

This is to inform you that I am exercising the delegated authority approved by your Board on July 13, 2010, which permits the Department of Public Health (DPH) to enter into agreements related to public health emergency preparedness and response to public health threats and/or emergencies with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC), subject to review and approval by County Counsel and the Chief Executive Office (CEO), and notification to your Board.

Under this authority, I will execute a sole source agreement with Constant and Associates, Inc. (C&A), at a total maximum obligation of \$94,257, funded by the CDC Public Health Preparedness and Response for Bioterrorism Grant Notice of Award Number 5U90TP917012-10 Revised, Amendment 6, and effective upon execution by the parties through August 9, 2011.

C&A will assist DPH and other key response agencies to develop a Los Angeles International Airport (LAX) Biohazard Plan. The plan will review and update authority, roles, and responsibilities of DPH and key response agencies including the Federal Bureau of Investigation, Los Angeles World Airports, and local law enforcement to a biological event response at LAX.

Each Supervisor
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C&A is uniquely qualified to facilitate the development of the LAX Biohazard Plan because of its established relationships in the development of bioterrorism response plans with the key agency stakeholders who will be brought together for the development of this plan. The considerable task of convening these partners requires the expertise and experience that C&A has acquired through previous projects in which they have brought these partners together. These projects include the 2005 Los Angeles County Operational Area Homeland Security and Exercise Evaluation Program Multi-Year Plan, the 2005 Terrorism Early Warning Group Tabletop Exercise and Policy Development, the 2006 National Transportation Exercise Program, the 2007 Biohazard Detection System Full-Scale Exercise, and the 2010 Los Angeles County Operational Area Family Assistance Center Plan.

County Counsel has reviewed and approved the agreement as to form. County Counsel and the CEO have reviewed and approved this delegated authority action.

Attachment A is the sole source checklist which has been approved and signed by the CEO.

If you have any questions or require additional information, please let me know.

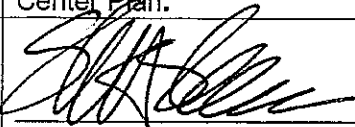
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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT A

SOLE SOURCE CHECKLIST

Constant and Associates, Inc.

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
✓	➤ Quick action is required (emergency situation) Through August 9, 2011
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	Other reason. Please explain: C&A is uniquely qualified to facilitate the development of the LAX Biohazard Plan because of its established relationships in the development of bioterrorism response plans with the key agency stakeholders who will be brought together for the development of this plan. The considerable task of convening these partners requires the expertise and experience that C&A has acquired through previous projects where they have brought these partners together. These projects include the 2005 Los Angeles County Operational Area Homeland Security and Exercise Evaluation Program Multi-Year Plan, the 2005 Terrorism Early Warning Group Tabletop Exercise and Policy Development, the 2006 National Transportation Exercise Program, the 2007 Biohazard Detection System Full-Scale Exercise, and the 2010 Los Angeles County Operational Area Family Assistance Center Plan.
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;"> <div style="font-size: 1.5em; margin-bottom: 5px;">3/17/11</div> Date </div> </div>